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Personnel

**SENIOR AIRMEN BELOW-THE-ZONE
PROGRAM**

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This instruction implements Air Force Policy Directives (AFPD) 36-25, *Military Promotion and Demotion*, AFI 36-2502, *Airman Promotion Program* and MPFM 01-07, *Senior Airman (SrA) Below-the-Zone (BTZ) Program*. It establishes procedures and responsibilities for the Wing Below-the-Zone (BTZ) Central Base Board (CBB) and large units and contains the selection of board members, identification and selection of BTZ selectees, and eligibility requirements of nominees. It also establishes scoring guidelines and notification procedures. This document applies to all active duty Air Force personnel assigned or attached to Dover AFB.

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1. Responsibilities:

- 1.1. The 436th Airlift Wing Commander (436 AW/CC) establishes written selection procedures that ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration.
- 1.2. The 436th Mission Support Squadron/Military Personnel Flight (MPF) Career Enhancement (436 MSS/DPMPE) section is responsible for set up and implementation of the SrA BTZ CBB. The CBB is for small units with fewer than seven Airman First Class (A1C) eligibles for the specified quarter.
- 1.3. Squadron Commanders of large units (with seven or more eligible A1Cs) are responsible for selection of nominees from their units. Large unit selection procedures will mirror the CBB selection procedures.

2. Program Objectives:

- 2.1. The purpose for BTZ promotion is to provide exceptional A1Cs a one-time consideration for early promotion to Senior Airman (SrA). Airmen selected for SrA BTZ should be those who have clearly demonstrated the potential for advancement and increased responsibility and are ready to move on to the next higher grade. Promotion will be effective 6 months prior to the fixed fully qualified phase point. Selection opportunity is 15 percent of the total time-in-grade (TIG) and time-in-service (TIS) eligible population of A1Cs.
- 2.2. Timelines: A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first. Their commander must also recommend them.

2.2.1. Other significant times are as follows:

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
JAN/FEB	MAR	APR-JUN
APR/MAY	JUN	JUL-SEP
JUL/AUG	SEP	OCT-DEC
OCT/NOV	DEC	JAN-MAR

2.3. 436 MSS/DPMPE will:

2.3.1. Identify eligibles. Air Force Personnel Center (AFPC) via the MPF, Personnel Systems Management, provides an automatic quarterly end of month (EOM) output product to the MPF, Career Enhancement Element, within the first 10 days of the first processing month (i.e., Jan, Apr, Jul, Oct). The roster identifies all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (e.g., on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.). The output product produces an MPF alphabetical listing and a three-part unit listing.

2.3.1.1. Part I. Identifies A1Cs with no quality indicators in their record.

2.3.1.2. Part II. Lists "questionable eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion.

2.3.1.3. Part III. Lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, table 1.1.

2.3.2. Verify Eligibility. MPF Career Enhancement will only verify the TIG and TIS requirements and does not consider normal promotion ineligibility conditions.

2.3.2.1. Individuals in student status or who are participating in the World Class Athlete Program are not eligible to compete for BTZ promotion at this time. Affected individuals will be projected for a Directed by HQ AF (DBH) EPR (if no report is on file) and be considered supplemental at the next CBB at their first or next permanent party assignment.

2.3.2.2. Individuals in AFSCs 1C2X1 and 1T2X1 are ineligible for BTZ consideration IAW AFI 36-2502, Para. [2.2.1](#).

2.3.3. Establish Quotas.

2.3.3.1. Quotas are based on 15 percent of the total TIG and TIS eligible population, regardless of normal ineligibility conditions (remove students and World Class Athletes from the eligible population). The MPF determines quotas and the MPF commander will approve the quotas before distribution to the units. Large units (seven or more eligibles) receive quotas and promote at unit level. Small units (six or less eligibles) are combined into one pool of eligibles to form the central base board CBB population.

2.3.3.2. Computation: Eligibles multiplied by 15 percent equals the quota. Example: 13 eligibles $\times 0.15 = 1.95$, or 2 BTZ quotas. (Note: Fractions of 0.5 or more are rounded up)

Eligibles	Quota	Eligibles	Quota
7-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10

NOTE: Units may not aggregate at the group level. Example: 436th Medical Group is divided into three units and each unit commander has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

2.3.4. Notify Units. Units are notified if they are a large or small unit as soon as possible, but not later than the second week of the first processing month. A sample notification letter to accompany SrA BTZ eligibility listing is provided at [Attachment 2](#).

2.3.5. BTZ eligibility of A1Cs PCSing. Determine the quarter the individual is BTZ eligible and ensure a BTZ selection folder is prepared prior to PCS departure date. This requires the MPF Career Enhancements Element to coordinate on AF Form 907, Relocation Preparation Checklist for all A1C's PCSing. When a selection folder is not prepared prior to an individual's PCS departure date, the MPF must make every effort to obtain copies of the individuals EPRs and decoration citations by contacting the gaining MPF, or the individual at their leave address.

3. Units will:

3.1. Verify Eligibility. Using the MPF listing, verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions. This will ensure that only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for a SrA BTZ promotion. Remove those names exceeding or not meeting current quarter TIG and TIS requirements and determine if a previous quarter board in fact considered them. Do this by reviewing that quarter's roster if serviced by the current MPF, or contact the previous MPF. For individuals not considered during the quarter in which they met TIG and TIS eligibility, and are recommended by the commander, request supplemental BTZ consideration (refer to paragraph 10.).

NOTE: A member must have an EPR on file before being considered for BTZ. If a member does not have an EPR on file, contact 436 MSS/DPMPE.

4. Enlisted Performance Report (EPR) and Decoration Requirement:

4.1. DBH EPRs are required for all A1Cs without an EPR who are promotion eligible for BTZ consideration. Commanders must review an airman's EPRs, Personal Information File (PIF), and discuss consideration with supervisors/rating chain prior to making a nomination decision, to include if the airman will meet a unit or base selection process. A1Cs appearing on part III of the unit roster are ineligible for promotion according to AFI 36-2502, Table 1.1, and do not require DBH reports.

4.2. DBH EPRs will close-out no later than the 15th day of the first processing month (i.e. Jan, Apr, Jul, and Oct) unless the airman does not have 60 days supervision; then the close out date will be the day the 60 days supervision is obtained. If after an EPR is rendered and the commander determines it is appropriate, request supplemental consideration; however, every effort must be made to ensure an EPR is on file.

4.2.1. When the individual is departing Permanent Change of Station (PCS), close the report out on the projected departure date and use DBH as the reason for the report.

4.3. Approved Decorations: An approved decoration may be filed in an individual's Unit Personnel Record Group (UPRG) any time up until the date of the board. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened.

5. Selection Requirements:

5.1. The following procedures are required to ensure fair, equitable, and timely BTZ consideration:

5.1.1. The Commander's Support Staff (CSS) will provide each eligible individual on Part I and II of the unit listing a Record Review Listing (RRL) to verify all Military Personnel Data System (MilPDS) data is accurate and complete. Instruct individuals to correct any erroneous data prior to the board convening date. Only provide individuals on Part III of the unit listing an RRL if during review it is found the ineligible condition is invalid and the member later becomes eligible. Supplemental consideration will not be given if incorrect data is reflected on the BTZ RIP (Report of Individual Personnel). RRL data verification is essential in ensuring the BTZ RIP contains the correct data. Have individuals sign and date the RRL confirming review and data accuracy. Annotate corrections on the BTZ RIP.

5.1.2. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave, PCA, or have a report not later than date (RNLTD) on or after the first day of the

first processing month (i.e., Jan, Apr, Jul, and Oct) for that quarter selections. All individuals appearing on the eligibility listing must be “considered;” as stated earlier, this means that the commander must review an airman’s EPR(s), their personnel record, personal information file (PIF), discuss the consideration with the supervisor and chain of command, etc., before making a BTZ decision, to include if the airman will meet a unit or base selection process. The MPF will verify BTZ eligibility of A1Cs departing PCS (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure.

6. Selection Procedures. Selection will be based on a combination of the personal interview and information contained in the selection folder. When nominees cannot physically meet the board, a “records only” board will convene.

6.1. The CBB or commander is not required to use all of the quotas if they feel early promotion is not warranted.

6.2. Large Unit Selection Procedures. Commanders of units with seven or more eligibles are considered “large units” and will have their own quota of promotions to award. Large units will consider all A1Cs identified by the MPF as being eligible for promotion consideration to SrA BTZ. The MPF will provide commanders of large units with a list of all eligible A1Cs and suspense for identifying the selected airmen to be promoted. Commanders of large units are the promotion authority and their decision to promote is final. Large unit selection procedures will basically mirror the CBB selection procedures (see paragraph 7.). A commander may request to send individuals to the CBB, rather than conducting a squadron board upon wing commander approval.

6.2.1. Large Unit Board Composition. Commanders of large units will convene a unit selection board. The board will consist of at least two SNCOs and a CMSgt. If a CMSgt is unavailable, then another SNCO can be appointed instead. The board president will establish a time and place for the board to convene, schedule eligibles to meet the board, and inform the unit commander of their nomination. Board members will evaluate each eligible airman in the same manner as the CBB for small units.

6.2.2. Reporting Large Unit Board Results. Once selections are made, large unit commanders underline the name of the selectee(s), date, sign and return the BTZ eligibility listing to the MPF along with the SrA BTZ Results Letter ([Attachment 9](#)) and score sheets, no later than the last duty day of the selection month (i.e., Mar, Jun, Sep, Dec).

6.3. Small Unit CBB Nomination Procedures. Commanders of units with less than seven eligibles are considered “small units” and will not earn their own quota of promotions to award. The MPF will provide commanders of small units with a list of all eligible A1Cs. Commanders of small units must consider all A1Cs identified by the MPF. Each unit will nominate only one A1C for the CBB. If a unit wishes to submit one extra A1C to the CBB, the unit commander must submit a letter to 436 MSS/DPMPE for routing to the 436 AW/CCC to concur to allow a second candidate. The 436 AW/CCC will be the approval authority of the exception to policy to allow a second candidate from the unit.

6.3.1. Nomination Package. For each nominee selected to appear before the CBB, the unit commander will submit one copy of the nomination package consisting of a cover letter ([Attachment 4](#)) and Selection Folder (see paragraph 7.2.). Any AF Form 1206, **Nomination For Award**, (if applicable) submitted in the improper format will be returned to the unit for corrections by the

final suspense date. Our intent is not to penalize anyone, but to ensure fair and equal consideration for each nominee. It is hard to do that unless all nominations are identical.

6.3.2. The unit commander will determine the method for selecting of his/her eligible(s) for the CBB (see note below). The commander must review the airman's EPR(s), their personnel record, PIF, discuss consideration with the supervisor and chain of command, etc., before making a BTZ decision. It is recommended that the commander utilize the board process to ensure a fair selection. If a board is convened, utilize the CBB selection procedures (see paragraph 7.).

NOTE: Commanders must remember that airmen selected for early promotion to SrA should be those who have clearly demonstrated the potential for advancement and increased responsibility of the next higher grade. There is no requirement to fill your quota just for your unit to be represented.

6.3.3. In addition to the member's EPR and decoration citation (if applicable), small units have the option to provide 436 MSS/DPMPE with an AF Form 1206 narrative ([Attachment 3](#)) by the date specified on the SrA BTZ Transmittal Memorandum ([Attachment 2](#)). The information provided on the AF Form 1206, **Nomination for Award**, must not duplicate information already provided in the member's EPR(s). This is to provide additional information that may have occurred after the member's EPR(s) close-out date or information that could not fit in the member's EPR(s) (see paragraph 7.2.).

6.3.4. The MPF, Promotions Office, will ensure they have received all nomination packages from units with eligibles. If a unit is not going to nominate an individual, a negative reply is required.

7. Central Base Board Processes. Nominees are required to physically appear before a board, however, when a nominee is unable to appear you may reconvene the same board at a later date, or as a last resort conduct a "records only" board. The 436 AW/CCC must ensure every effort was made to have a nominee physically appear before the CBB prior to approving a "records only" board. For large units, their respective Group CMSgt Superintendent is the approval authority.

7.1. Board Composition. The board will consist of a CMSgt as president, and one SNCO from each group. A nonvoting recorder will be appointed in the grade of E-4 or higher. This recorder will assist the board by insuring records are provided, compiling minutes of the board, tabulating results of the board, and insuring the board complies with directives. All members must act in the best interest of the Air Force and not for any particular group or squadron to determine those airmen that have demonstrated the best potential for early advancement to SrA. Once appointed, board members will be committed to serve, unless excused by the Wing Commander.

7.1.1. Board Processing. Board members will receive the nomination packages NLT the Friday prior to the board convening. This gives each member enough time to examine the packages and determine their order-of-merit. Board President and members must be familiar with the board process described in [Attachment 5](#).

7.1.2. Prior to the start of each board an officer will administer an oath to the board president and the board president will administer an oath to the board recorder and the board members.

7.1.2.1. President and Board Members' Oath. "I SOLEMENLY SWEAR THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND EFFICIENCY OF THE UNITED STATES AIR FORCE."

7.1.2.2. Recorder's Oath. "I SOLEMNLY SWEAR THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDING OF THIS BOARD."

7.1.3. The board will spend the majority of their time examining the member's leadership accomplishments and job performance that contribute significantly to increase mission effectiveness. They will also ascertain if the scope and level of responsibilities and the impact of the mission and unit is the quality of someone deserving higher rank.

7.1.3.1. In addition to job performance, board members may determine if the member has shown improvement in skills related to primary duties. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military citizen.

7.1.3.2. Finally, the board determines if an individual's base and community involvement contributed tangibly or intangibly to the military or civilian community's welfare, morale, or status.

7.1.3.3. The board's primary purpose during the personal interview is to observe and score nominees' dress and appearance, military bearing, oral expression, and articulation of responses.

7.1.3.4. Selection will be based on a combination of the personal interview and selection folder scores. The personal interview is 25 percent of overall weighted value. The selection folder is worth 75 percent; (1) The individual's primary duty is the most important area and is worth 50 percent. (2) The other two areas, Self-Improvement/Education and Base/Community involvement, combined are worth 25 percent.

NOTE: All A1Cs may not have the same opportunity to complete off-duty education or be heavily involved in the community, so take into consideration AFSC training requirements, work schedules, and deployment rates when assessing education levels.

7.2. Selection Folders. The selection folder is worth 75 percent of overall weighted value. The selection folder will consist of copies of the members' EPR(s), the AF Form 1206 in an approved format ([Attachment 3](#)) if applicable, a BTZ RIP and decoration citation(s) if applicable. Units will submit nominations to 436 MSS/DPMPE in one copy. The AF Form 1206 is used to capture supplemental information not in the EPR(s). AF Form 1206 bullet write-up can not exceed 15 lines.

7.3. Selection Folder Scoring. The board members will look at the whole person concept and the individual's outstanding performance for their entire career when scoring their selection folder. Each nominee's leadership qualities, articulate and positive representation of the Air Force, and other accomplishments are evaluated based on the facts contained in the EPR(s), and if applicable, AF Form 1206 and decoration citation(s) compared with other eligibles.

7.3.1. Board members will use a numerical scoring system to help determine their order-of-merit for the eligible airmen on the "SrA BTZ Board Selection Folder Score Worksheet" ([Attachment 10](#)) prior to the board convening. The three categories to be scored are: Leadership and Job Performance (20 points); Significant Self-Improvement and Education (5 points); and Base and Community Involvement (5 points) for a possible total of 30 points. Scoring for each category will be done in half point increments only. Once the board convenes, each voting member will provide their order-of-merit to the board president or recorder.

7.3.1.1. Leadership/Job Performance accounts for 20 out of 30 points. Examine the airman's

leadership accomplishments, job performance, acceptance of responsibility, process improvement, unusual jobs or key additional duties, job effectiveness, knowledge, and support of deploying operations, etc., that contributed significantly to increase mission effectiveness. The goal in this area is to identify actions, initiative, and results that clearly demonstrate the individual's outstanding performance. Ascertain if the scope and level of responsibilities and the impact of the mission and unit is the quality of someone deserving higher rank. Also, determine the individual's ranking among their own peers and awards received, such as quarterly and annual awards (Base Level or Higher). Keep in mind their contributions towards unit awards as well.

7.3.1.2. Significant Self-Improvement/Education accounts for 5 out of 30 points. This area illustrates broadening, diversity, and efforts towards advancing capability. Determine if the airman has shown improvement in skills related to primary duties, such as formal training, Career Development Course (CDC) enrollment or completion, On-the-Job training, certifications, or off-duty education related to primary duties. Look for CDC score information indicating member obtained a 90 and over percentile on their End-of-Course Exam. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military citizen.

7.3.1.3. Base and Community Involvement accounts for 5 out of 30 points. This area highlights the individual's involvement in any number of activities in their units, wing, and local community. Place emphasis on those activities directly impacting the mission of Dover AFB (e.g., Base Honor Guard, Airmen's Council, Base Sponsor Programs, etc.). Individual's commitment level and personal sacrifice are key factors in evaluating this area.

7.4. Personal Interview Board. The personal interview is 25 percent of overall weighted value. The primary purpose of the board is to ensure nominees' dress and appearance, military bearing, oral expression, and articulation of responses. This is a very subjective area for board members to evaluate and you must baseline your judgment against AF standards. (Maximum points – 10)

7.4.1. Personal Interview Scoring. Nominees will be scored on their selection folder and their performance in front of the board (when meeting the board). Board members will use a numerical scoring system to help determine their order-of-merit for the eligible airmen on the "SrA BTZ Board Personal Interview Score Worksheet" ([Attachment 11](#)). There are three areas that are evaluated during the interview: (1) Dress and Appearance (2 points), (2) Military Bearing (2 points) and (3) Communication Skills (6 points). Board must break all Personal Interview Scoring ties prior to determining a final score (see paragraph [7.5](#)).

7.4.1.1. Dress and Appearance accounts for 2 out of 10 points. This area highlights the appropriate wear of the military uniform. Uniform must be cleaned, pressed, and properly fitted. Accouterments properly placed on the uniform. Decorations must be worn in proper order and be in clean and serviceable condition. Pay close attention to devices. If wearing jewelry, observe that no more than three rings, no visible necklace, and appropriate earrings (females), etc., are worn. Hair must be the proper length, color, appropriate style, approved ornamentation (females), etc.

7.4.1.2. Military Bearing accounts for 2 out of 10 points. This area denotes military decorum. Observe how the individual enters the room, appropriate facing movements, board reporting and posture.

7.4.1.3. Communication Skills accounts for 6 out of 10 points. This area will evaluate composure, confidence, and ability to articulate and substantiate their responses to board members. Observe their eye contact (direct and impartial) and how they demonstrate the ability to organize thoughts. Listen to their pronunciation of words and appropriate speaking rate, pitch, volume, etc. Also observe non-verbals—facial expressions, gestures, etc.

7.4.2. Board Member Questions. The methods and questions used to assess these qualities should be standard throughout the board. All questions for the board will be in an opinion format. They will be based upon the study references listed in the next paragraph. Persons meeting the board must be knowledgeable and prepared to express an opinion supported by facts. An example question is, “Do you feel the Order of the Sword Induction Ceremony is an important part of our enlisted culture.” To answer this, the individual would need a basic knowledge that the ceremony is the highest recognition enlisted people can bestow on anyone.

7.4.2.1. The specific areas for these boards include Military Customs and Courtesies, Standards of Appearance, Standards of Conduct, Current Events, and General Military Knowledge. All opinionated questions will be based on the AFPAM 36-2241 V1, *Promotion Fitness Examination Study Guide*, and current media such as local and base newspapers, Air Force Times, Airman Magazine, etc. Each board member will ask one question.

7.4.2.2. There will be a minimum of two opinionated questions developed by the board members and approved by the board president.

7.5. Establishing the final “Cut Line.” The total score will be given to the board president and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking numbers of all the voting members (i.e., someone ranked by the board members as #1, #2, #1, #4, #2, #1 will receive a total score of 11). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the “SrA BTZ Selection Board President Score Worksheet” ([Attachment 12](#)). In the event of two or more members have the same overall score; the board president will break the tie.

7.5.1. Scoring Disparity. Board President may address significant disparity in scoring. For example, majority of the board are within an acceptable range (#1, #2, #1, #3) and one voting member ranks an individual as their #8. The president will lead an open discussion until the board members understand the disparity. If the disparity significantly affects the order-of-merit, then that record should be re-scored. If the board member(s) cannot resolve the disagreement, then the president will provide detailed information with the board report summarizing why the board members could not resolve the disparity.

7.6. Establishing the final “Records Only Cut Line.” Same procedures will be followed with the exception that there is no Personal Interview scores added. Order-of-merit will be established using Selection Folder Scoring only (see paragraph [7.3](#)).

7.7. Any airman meeting the board as a supplemental who falls above the “cut line” will not be counted against the quota, he/she will be an addition to the quota. NOTE: Airmen meeting the board as a supplemental will not be identified to voting members until after the cut line has been established.

8. Reporting Board Results. The board recorder will tabulate the results of the CBB, prepares the SrA BTZ Promotion Central Base Board Results Letter ([Attachment 7](#)) signed by the Board President and indorsed by the 436 AW/CC, as the approval authority. Included with the summary will be the list of

board members and order-of-merit (identifying total score and select/nonselect status). SrA BTZ Large Unit Board selectees are included on a separate letter addressed to the 436 AW/CC for information purposes only ([Attachment 8](#)).

9. Promotion Notification Release Procedures. The names of selectees for the CBB will not be released until approved by the wing commander. The squadron commander of large units will announce their selectees only after the wing commander has approved CBB selections. Once CBB results have been approved and signed, the 436 MSS/CC will provide a copy of the select list to group commanders and squadron commanders via e-mail.

9.1. The MPF will update the personnel records of each selectee and publish promotion orders.

10. Supplemental BTZ Consideration. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error was not discovered until after promotions were announced. After obtaining the unit commander's recommendation, the MPF will forward the supplemental request to Headquarters, Air Force Personnel Center, Directorate of Personnel Program Management, Airman Promotions Branch (HQ AFPC/DPPPWM), for consideration. If selected, members may apply for a retroactive change to their effective date according to AFI 36-2502, para 1.13.

10.1. Supplemental consideration will not be given for incorrect data reflected on the BTZ RIP or for individuals who are denied BTZ nomination due to incorrect data reflected on the BTZ output products. It is the individual's, supervisor's and commander's responsibility to ensure an individual has been properly identified as eligible, and most importantly, ensure the data on the BTZ RIP is accurate and complete.

10.2. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders may consider the airman and adjust selection accordingly (this does not apply to airmen who are gained and it has been determined they were not considered by their losing base--see supplemental BTZ consideration paragraph 10.). The CBB will reconvene to consider small unit eligibles and selections will then be adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota, if the error is discovered for an individual that should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selection, the gaining base (if commander recommends) will request supplemental consideration.

11. Alternates/first nonselectee procedures. Alternates/first nonselectee of the CBB or large unit board is selected in the event a selectee is removed before the effective date due to an ineligibility condition (AFI 36-2502, Table 1.1) or infractions committed after selection. The use of past derogatory data not in effect on the date of the board or selection may be considered in the nomination process; however, it cannot be used as a reason for nonrecommendation after an individual is selected. There will not be any ties when rank ordering the selectees and nonselectees during the board process.

11.1. Do not withhold promotion on a BTZ selectee if they have disqualifying factors, such as participating in the weight management program, under investigation, entered into the ADAPT Program, etc. Nonrecommend the individual for promotion and promote the first alternate. If at a later date it is found the condition was invalid, the commander may request reinstatement of the promotion.

12. Board President “BTZ After Action Report:” CBB President must submit an after action report to the Command Chief Master Sergeant (CCM) no later than two weeks after notification release. Purpose of the report is to provide an overview of the board proceedings to strengthen future candidate’s opportunity for promotion. CCM will evaluate inputs and provide feedback to commanders, chiefs, and first sergeants.

JOHN I. PRAY, JR., Colonel, USAF
Commander, 436th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2502, *Airman Promotion Program*

AFPAM 36-2241, Volume 1, *Promotion Fitness Examination Guide*

Abbreviations and Acronyms

BTZ—Below-the-Zone

CBB—Central Base Board

DBH—Directed by HQ USAF

EPR—Enlisted Performance Report

MilPDS—Military Personnel Data System

MPF—Military Personnel Flight

MPFM—Military Personnel Flight Memorandum

PCS—Permanent Change of Station

PIF—Personal Information File

RIP—Report of Individual Personnel

RRL—Record Review Listing

TIG—Time in Grade

TIS—Time in Service

UPRG—Unit Personnel Record Group

Attachment 2**SAMPLE SRA BTZ TRANSMITTAL MEMORANDUM**

MEMORANDUM FOR (UNIT/CC)

FROM: 436 MSS/DPMPE

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ - Quarter_____)

1. The attached list identifies A1C's assigned to your organization that are eligible for SrA BTZ this quarter. They have a date of rank (DOR) within six months of their normal fully qualified phase point for promotion. Please review the list carefully to make sure that all eligibles in your squadron are included on the list. If there is anybody that does not belong to your unit, please notify the MPF Promotions section immediately. The following instructions apply, as indicated:

_____ a. Your unit has six or less eligibles (small unit) and may nominate to the central base board (CBB). Board date, time, and location will be provided at a later date. Please comply with the attached instructions, underline your nominee's name on the attached listing, sign, date, and then return the listing not later than _____.

_____ b. Your unit has seven or more eligibles (large unit) and may select _____ A1C(s) for promotion IAW the attached instructions. Please underline the name(s) of your selectee(s), sign, date the listing and return it to our office not later than _____ to ensure timely update of personnel and pay data.

2. The attached SrA BTZ Unit Eligibility Listing is in three parts. Part I identifies promotion eligible A1Cs. Part II lists "questionable promotion eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion. Part III lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, Table 1.1. Directed by HAF (DBH) Enlisted Performance Reports (EPRs) on A1Cs without an EPR on file are automatically projected. (A1Cs appearing on Part III of the unit roster do not require DBH reports). DBH EPRs will close-out no later than the 15th day of the first processing month (i.e., Jan, Apr, Jul, and Oct) unless the airman does not have 60 days supervision; then the closeout date will be the day 60 days supervision is obtained.

3. Commander Support Staff (CSS) must provide each eligible individual on Part I and II of the unit listing a Record Review Listing (RRL) to verify all Military Personnel Data System (MilPDS) data is accurate and complete. Instruct individuals to correct any erroneous data prior to the board convening date.

4. Promotion criteria for this board. A1Cs are eligible if they entered the Air Force as Airman Basic or Airman, have a TAFMSD between _____ and a DOR between _____ - _____. A1Cs who entered the Air Force as an A1C must have a DOR between ____ - _____. Commanders will consider all individuals meeting the time-in-grade and time-in-service requirements, even if they are TDY, on leave, PCA or have a RNLTD on or after the first day of the first processing month (_____).

5. Carefully review quality indicators (i.e., low EPR ratings, UIFs, etc.) before making your selection. You are not required to use the full quota or make a selection (unless directed to do so by the host wing commander or senior Air Force officer serving in that capacity).

6. Before making selection(s), ensure individuals identified as "skill level waiver required" qualify for a PAFSC skill level waiver IAW AFI 36-2502, Table 2.3. The required PAFSC skill is a 3-skill level before promotion to SrA.

7. Please ensure all eligibles have been properly identified as eligible are informed of the proper study material, and, most importantly, their personnel data is accurate and complete. The importance of your involvement cannot be overemphasized.
8. If you have any questions, please contact our Promotions Office at extension 4565.

JOHN J. SMITH, Capt, USAF
Chief, Customer Support

Attachment:

SrA BTZ Unit Eligibility Listing

Attachment 3

SAMPLE AF FORM 1206 FOR SRA BTZ PACKAGE

NOMINATION FOR AWARD		
AWARD Senior Airman Below-The-Zone		CATEGORY (If Applicable) BTZ
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John A. Doe		AWARD PERIOD SSN (Enter Last 4 Digits) 3434 MACCOM, FOA, OR DRJ AMC
DAFSC/DUTY TITLE Enter DAFSC/Duty Title as Reflected in PCIII		NOMINEE'S TELEPHONE (DSN & Commercial) DSN 445-XXXX/(302)677-XXXX
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Enter Individual's Unit/Office Symbol/and Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Enter commander's information here (commander must initial in this area)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>SPECIFIC ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> - Use single spaced bullet format - In addition to the member's EPR, units have the option to provide an AF Form 1206 narrative <ul style="list-style-type: none"> -- Information on AF Form 1206 must not duplicate information already provide in member's EPR -- This is to provide additional information that may have occurred after the member's EPR close-out date or information that was not in the member's EPR - This section must be completed in bullet format with the maximum of 15 lines <ul style="list-style-type: none"> -- Bullets may cover items accomplished under leadership/job performance, significant self-improvement/education, or base/community involvement -- Include information that may help the board members determine those airmen who have clearly demonstrated the potential for advancement and increased responsibility of the next higher grade 		

Attachment 4

SAMPLE NOMINATION COVER LETTER

MEMORANDUM FOR SENIOR AIRMAN BELOW-THE-ZONE (BTZ) CENTRAL BASE BOARD

FROM: (UNIT/CC)

SUBJECT: Senior Airman BTZ Nomination

I proudly nominate A1C Joseph Thomas for promotion to Senior Airman Below-the-Zone. His tremendous accomplishments and dedication are evident in his Enlisted Performance Reports and other contents in the Selection Folder. He is the very best eligible airman under my command, and I would appreciate your favorable consideration of him. He is most deserving and will expertly carry out the responsibilities of the higher grade.

JOHN E. JONES, Major, USAF
Commander

Attachment 5**BTZ BOARD GUIDANCE**

BOARD PRESIDENT:
1. Serves as the facilitator of the board and responsible to oversee and guide the board members in selecting SrA BTZ candidates.
2. Oversee board operations. Be familiar with DAFBI 36-2502 and ensure strict adherence to this instruction.
3. Serve as final authority to select potential candidates and breaking any ties as needed.
4. Report to board 15 minutes prior to schedule board time. Review and approved all board member questions.
5. Ensure each board member receives complete selection folder on each nominee. This folder should contain the following: BTZ RIP and EPR (s). If applicable, decoration citation(s) and AF Fm 1206.
6. Upon board completion, immediately ensure the return of all board member score sheets and Selection Folders to 436 MSS/DPMPE.
BOARD MEMBER:
1. Be familiar with DAFBI 36-2502 and ensure strict adherence to this instruction.
2. Review the score sheet. Note what each category is worth and how the points are broken down.
3. Judge how important each selection folder is based on your own intellect experience and common sense. Don't bring in your own knowledge of the person, just the facts contained in the selection folder. Ensure AF Fm 1206 (Supplemental Information) submission does not exceed 15-line maximum limit.
4. Grade each nomination package individually, awarding points based on three factors: (1) Leadership/Job Performance, (2) Significant Self-Improvement/Education, and (3) Base/Community Involvement.
5. Assign the proper points and rank accordingly. It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if the board president deems necessary.

Attachment 6

**SRA BTZ BOARD PERSONAL INTERVIEW GUIDANCE
PRESIDENT'S GUIDE**

Congratulations:
I would first start of by congratulating your on your selection as your squadron's selection to meet the SrA Below-the-Zone board.
Board Introduction:
Introduce yourself and each board member (name, unit and duty position)
Board Rules Of Engagement:
Each board member to include myself is going to ask you one question each. All questions are opinionated; therefore there is no right or wrong answer. Just answer the question to your best ability. Feel free to ask to have the question repeated if you do not understand the question. You are allowed to skip a question. At the end of the interview I will ask you if you would like to reengage on any question. Do you have any question before we start?
Nominee Introduction:
Can you give us a brief introduction of yourself to include:
Military History
Family, hobbies or interests
Long and short term goals
Questions Session:
Each board member will ask the exact same question to each nominee.
Closure: Ask the nominee if they would like to reengage on any question. Does any of the board members have any questions or comments. If, not them again, I would like to congratulate you on your selection as your unit's SrA Below-the-Zone nominee. In closing, you are prohibited from discussing any of the questions or board proceedings until the results are release. If you have no further comments you are dismissed.

Attachment 7**SAMPLE SRA BTZ PROMOTION CENTRAL BASE BOARD RESULTS LETTER**

MEMORANDUM FOR 436 AW/CC

FROM: SrA Below the Zone (BTZ) Board President

SUBJECT: SrA BTZ Promotion Central Base Board Results

1. The SrA BTZ promotion board convened at 0800 hours, on 13 Jun 03, to consider seven Airman First Class for BTZ promotion to Senior Airman. Eleven units had a combined total of twenty eligibles, with seven nominees competing for three stripes. The board membership consisted of:

CMSgt John E. Mays	436 MXG	Board President
SMSgt Paul P. Aaron	436 MSG	Board Member
SMSgt Jack C. Bantle	436 OG	Board Member
SMSgt Jimmy H. Cox	436 MDG	Board Member
MSgt Ralph R. Doty	436 AW	Board Member

2. The board considered the nominees listed below. Based on the promotion quota and with your approval, selectee promotions will be effective on the dates indicated.

NAME	SQUADRON	STATUS/DOR
Richard A. Ball	436 AMXS	Selectee/13 Aug 03
James E. Park	436 MSS	Selectee/28 Sep 03
Roger T. Franks	436 MDOS	Selectee/20 Aug 03
Sandra M. Oscar	436 AW/CP	Non-select
Kenneth E. Meyer	436 EMS	Non-select

3. Please review and approve these board proceedings. If additional information is required, contact MSgt Jones at extension 4568.

JOHN E. MAYS, CMSgt, USAF
Board President

1st Ind, 436 AW/CC

MEMORANDUM FOR 436 MSS/DPMPE

Approved/Disapproved.

JOHN I. PRAY, JR., Colonel, USAF
Commander, 436th Airlift Wing

Attachment 8**SAMPLE SRA BTZ PROMOTION BOARD RESULTS – LARGE BOARD LETTER**

MEMORANDUM FOR 436 AW/CC

FROM: 436 MSS/DPM

SUBJECT: SrA BTZ Promotion Board Results – Large Board

1. The squadron commanders selected the nominees listed below. There were eleven quotas from five squadrons for the large boards. Selectee promotions will be effective on the dates indicated:

NAME	SQUADRON	STATUS/DOR
A1C Barry K. Jones	436 AMXS	Selected/11 Oct 03
A1C Derek C. Kasey	436 AMXS	Selected/12 Dec 03
A1C Sammy R. Cain	436 APS	Selected/1 Nov 03
A1C Roger P. Monney	436 CES	Selected/19 Dec 03
A1C Michael P. Case	436 CES	Selected/7 Nov 03
A1C Chad A. Detter	436 EMS	Selected/8 Nov 03
A1C Robert P. Arrington	436 EMS	Selected/11 Oct 03
A1C Wayne T. Morrison	436 SFS	Selected/25 Nov 03

2. If additional information is required, contact our Promotions Office at extension 4564 or 4565.

SEAN S. JONES, Capt, USAF
Military Personnel Flight Commander

Attachment 9**SAMPLE SRA BTZ PROMOTION BOARD RESULTS LETTER**

MEMORANDUM FOR 436 MSS/DPMPE

FROM: UNIT/CC

SUBJECT: SrA BTZ Promotion Board Results

1. The unit SrA BTZ promotion board convened at 0800 hours, on 13 Jun 03, to consider ____ Airman First Class for BTZ promotion to Senior Airman competing for _____stripe (s). The board membership consisted of:

CMSgt Willie C. Jones	436 XXX	Board President
SMSgt Henry I. Smith	436 XXX	Board Member
SMSgt Tom I. Cox	436 XXX	Board Member

2. The unit board considered the nominees listed below. Based on the promotion quota, the selectee promotions will be effective on the dates indicated.

NAME	SQUADRON	STATUS/DOR
Richard A. Ball	436 XXX	Selectee/13 Aug 03
James E. Park	436 XXX	Selectee/28 Sep 03
Roger T. Franks	436 XXX	Selectee/20 Aug 03
Sandra M. Oscar	436 XXX	Non-select
Kenneth E. Meyer	436 XXX	Non-select

3. If additional information is required, contact me or my first sergeant at extension XXXX.

JAMES E. JONES, Major, USAF
Commander

Attachment 10

SAMPLE SRA BTZ SELECTION FOLDER AND FINAL SCORE WORKSHEET

[illegible]

SAMPLE SRA BTZ PERSONAL INTERVIEW SCORE WORKSHEET

[illegible]

Attachment 12

SAMPLE SRA BTZ SELECTION BOARD PRESIDENT WORKSHEET

[illegible]